

INDEX TO
THE SCHOOL ADMINISTRATOR
VOLUMES 137 TO 176 INCLUSIVE
(Symbol 176-5 Designates Volume 176, Page 5)

A-133 Audit Reports	175-3
	146-5
A-133 DUNS Numbers	163-6
Accounting and Uniform Compliance Guidelines Manual Updates.....	155-3
	144-6
Accounting Forms and Procedures	175-4
Accounts Payable Voucher	174-5
Approval of	176-5
Accounts Payable Voucher Register.....	138-7
Actuarial Certification	172-6
ADA Flat Grant Distribution.....	142-3
	169-5
Additional Appropriations	167-7
Additional Pupil Count - Vocational Education	156-6
Administrative Expense.....	169-4
*Agreements	
Joint Services and Supply	152-3
Annual Report of Employees Names, Address, Duties and Compensation (100R)	160-5
Annual Report of School Corporation.....	138-3
Annual Report of Extra-Curricular	146-3
Annuity Accounts.....	147-3
	140-6
Application for Free or Reduced Meals	174-4
	168-4
	158-6
Appreciation Stipends - Bonuses	146-5
Appropriations - Transfer.....	175-3
Appropriations - Encumbrances	164-5
Approval of Claims	176-5
Approved Depositories	174-5
Assignment of Wages	158-6
Attendance Officer.....	168-3
Attorney General - Opinions	
Compensable Injury	140-5
Health Service Fees	155-6
Quorum for School Board Action.....	151-5
School Board Member - Lucrative Office	140-3
Audiometer Tests	175-6
Audits and Audit Assistance.....	152-5
	148-3
Audits, A-133.....	165-6
	146-5
Average Daily Membership	163-5
	142-4

Audit Reports – Federal Notes	175-3
Bad Checks	164-3
Band Uniforms.....	174-2
Bank Statements	169-2
Bids Opening.....	163-5
Boards of Finance - Meeting	172-3
Board of School Trustees - Employees.....	144-3
Compensation	151-4
Quorum	151-5
Bond Tax Anticipation Warrants.....	157-5
Bonds - Pay of.....	175-5
Bonds - Official	
Faithful Performance of Duty.....	149-3
Individual and Blanket	149-3
Minimum Annual Premium	149-3
Treasurer Extra-Curricular Account.....	149-3
Treasurer School Corporation	149-3
171-4	
Bonds - General Obligation	162-3
Bonuses - Appreciation Stipends	146-5
Budgets	
Appropriations	144-4
Final Action.....	152-4
Bus Drivers	
Contracts	147-5
158-2	
Employment	176-4
Fleet Contractors.....	176-4
Independent Contractors.....	176-4
Insurance Withholdings	176-4
Methods of Payment	169-3
Non-Instructional Employees	176-4
Cafeteria Vending Machines	167-8
Cancellation of Old checks.....	169-2
Capital Assets	165-7
142-5	
Capital Projects Fund.....	158-3
Cash Change Fund	166-4
Certified Checks	173-3
Charges for Use of School Facilities	139-4
Chart of Accounts.....	172-4
Chart of Accounts – New.....	175-7
Choir Outfits	174-2

Claims	
Accounts Payable Vouchers	174-5
Approval by the Board.....	176-5
Register of	138-7
Vendors	176-5
Common School Fund Bonds	161-3
Compensatory Time - Fair Labor Standards Act.....	148-2
Computer Consortium Advancements and Training Grants.....	138-6
Conflict of Interest	165-5
Between Governmental Units.....	144-4
Including Travel Expense	142-4
Retiring Employees	164-6
Contracts Reviewed by Board.....	152-2
Construction Contracts, Report of	150-2
Construction Funds and Appropriations	145-2
Contracts with Private Schools.....	161-2
Court Filing Fees	153-2
Credit Cards	170-3
Crossings	156-5
Data Processing Services by a Bank	175-4
Deceased Employees - Payments	145-3
Deferred Compensation	146-5
Dependent Children - Transfer Tuition	172-3
Depositories Approved	150-5
Between Governmental Units.....	153-2
Including Travel Expense	150-7
Retiring Employees	174-5
Depositary Contracts.....	160-4
Disposition of Old Outstanding Checks.....	174-5
Donations	174-3
Drop Out Reports	140-6
Drug Free Workplace	159-4
Dual Office Holding - School Board Member	170-6
Between Governmental Units.....	148-4
Including Travel Expense	140-3
DUNS Numbers.....	163-6
EDP - Access to Vendor Systems.....	143-5
Education Technologies	165-5
Educational License Fees	141-5
Between Governmental Units.....	138-5
Including Travel Expense	144-3
Election Board Duty - Leave.....	

Electronic Funds Transfer	170-5
	140-7
Electronic Funds Transfer – School Lunch	159-7
Employees' Compensation	
Assignment of Wages	158-6
Compensable Injury	140-5
Deceased Employees	146-5
National Guard Duty	143-4
Payment to Bank	160-5
Employee Moving Expenses	151-4
Encumbered Appropriation.....	164-5
Energy Programs and Capital Projects Fund	153-5
Energy Savings	159-5
Errors and Omissions Insurance	151-5
Evaluation by North Central Association	171-7
Exclusive or Franchise Contracts.....	147-5
Extra-Curricular Accounts	
Annual Report	146-3
Booster Clubs.....	145-5
Claims	137-7
Concessions, Ticket Takers and Payments	170-4
Donations and Gifts.....	140-6
Fees	150-4
	145-5
General Fund	153-4
Information	142-4
Investments	155-5
Math and Spellbound Bowls.....	140-5
Membership Dues	156-6
Payroll	170-4
Receipts and Disbursements	145-5
Student Activity Fund	153-4
Trips by Employees.....	170-4
Examiner Identification	151-5
Eye Protection Devices	139-3
Extra-Curricular Forms-New.....	171-8
 Federal Projects	157-2
Fees	150-4
Federal Funds – Pass-Through.....	165-6
Federal Notes Audits.....	175-3
Field Examiner ID.....	151-5
Final Budget Action	152-4
Financial Assistance Data Collection – Form	141-8
Financial Assistance for School Children.....	147-4
Financial Institutions Tax.....	149-4
	148-5

Fixed Assets (Capital Assets)	165-7
	142-5
Foreign Exchange Students	153-3
Foreign Exchange Teachers	153-2
Forms	
Approval Process - Computer	146-4
	173-4
Approval Process Update.....	174-5
Public Works 96	163-3
Revisions.....	175-4
SA-1 and SA-7	155-6
Spreadsheet Software.....	158-5
Year 2000.....	145-6
Form and Reporting	174-5
Franchise or Exclusive Contracts.....	147-5
Free Textbooks	168-5
Funds	
GAO Independence.....	161-4
Capital Projects	158-3
Cash Change	166-4
Joint Services and Supply	152-3
Transportation	157-4
 GASB 34	162-5
	149-2
Garnishment of Salaries and Wages.....	163-6
General Obligation Bonds	162-3
Gifts	140-6
Ghost Employment.....	159-3
Governing Body Term	155-6
Compensation – Per DIEM, Quorum.....	168-4
	151-4
Organization Meeting	138-4
A/P - Vouchers	176-5
Group Insurance.....	160-6
	143-3
Guaranteed Energy Savings Contacts	159-5
	153-5
 Heath Insurance Premiums.....	160-6
Health Service Fees	155-6
Holding Corporations.....	166-3
	153-3
	148-3
	141-7
Home Rule	144-5
Honors Diploma Award	173-3
Hours Worked, Record of.....	163-4
	140-4

Indebtedness	141-4
Indiana Bond Bank – Tax Anticipation Warrants	157-5
Independence.....	161-4
Insurance	
Compensation	140-5
Damage Receipts.....	155-5
Errors and Omissions.....	151-5
Group	143-3
Property Damage and Liability	151-5
School Lunch Employees	176-3
Self	162-4
Teacher	171-4
Interest Income.....	169-5
Interest Rates - Written Obligations	147-3
Interlocal Agreements	152-2
Internal Control Suggestions	158-4
Internal Revenue Service Requirements.....	144-2
Internal Revenue Service	156-7
Internet	144-2
Investments	
Accounting for	141-6
Cash Managements	174-3
Extra-Curricular Accounts	155-5
Government Securities.....	169-5
Interest Form	169-5
Joint Programs	148-3
Public Funds.....	174-3
Repurchase Agreements.....	161-2
Safekeeping Receipts	150-3
Joint Programs - Real Estate	148-3
Joint Services and Supply	152-3
Jury Duty	144-3
Lease of School Owned Property.....	165-2
Lease Purchases.....	148-4
Lease Rental Payments - Holding Corporations	153-3
Leased Vehicles and Mileage Expense	151-7
Leave of Absence - National Guard Duty.....	143-4
Leave – Teachers.....	167-5
Legal Advertising.....	137-2
	161-5
	156-3
	153-8
	148-6
	141-8
	138-3

List of Outstanding Checks (Annual).....	174-3
Loans	
Advancements to Depleted Funds	145-4
School Bus	150-3
Tax Anticipation Warrants	157-5
	141-3
Lucrative Office - School Board Member	140-3
Math and Spellbound Bowls.....	140-5
Meals and Banquets for Employees.....	157-3
Meals Provided.....	157-3
Membership Dues in Organizations	164-5
Minimum Wage and Overtime.....	170-4
Moving Expense - Employee.....	151-4
Names of Students No Longer Enrolled.....	159-4
National Guard Duty - Leave for Employees.....	143-4
New ECA Forms.....	171-8
New Federal Mileage Rate.....	172-4
New Financial Reporting Model	149-2
New Hires.....	141-3
Non-Instructional Employees	171-3
Non-Session School Activities.....	146-2
North Central Association Evaluation.....	171-7
Notary Public.....	144-3
Official Bonds	
Blanket and Individual	149-3
Deputy Treasurer	149-3
Minimum Annual Premium	149-3
Treasurer Extra-Curricular Account.....	149-3
Treasurer of School Corporation.....	149-3
	171-4
Open Door Law	139-5
Opening of Bids by Committee.....	163-5
Optical Imaged Checks	141-6
Option to Purchase Agreement.....	148-4
Organization Meeting - Governing Body	155-6
	138-4
Outstanding Check (Annual List of), Dispositions	174-3
Pass-Through Monitoring	165-6
Payment by Public Employers of Group Health Insurance Premiums	160-6
Payment to Bank of Compensation Due Employees	160-5
Payments	
Bonds and Coupons.....	175-5
Compensable Injury	140-5
Due Deceased Employees.....	146-5
Foreign Exchange Teachers	147-4

Group Health Insurance Premiums	160-6
Lease Rental Contracts.....	153-3
School Aid Bonds	151-6
Tuition Fees for Teachers	169-3
Payroll Deductions	
Teacher Assignments and Dues	171-3
Petty Cash.....	173-3
Policing School Crossings.....	175-4
Prison Manufactured Articles	149-5
Private Schools	153-2
Procurement Cards	166-2
Promotion Expense of School Corporation	170-3
Property Tax Advances	169-3
Protective Devices.....	139-4
Public Depositories.....	174-4
Public Employees Deferred Compensations Plans.....	172-3
Public Employees Retirement (PERF)	155-4
Public Entity Risk Pools.....	170-5
Public Purchases.....	166-4
149-5	
170-5	
Public Records	161-3
Public Works	160-3
Publication of Annual Report.....	138-3
Purchases	
Computer Hardware and Software.....	168-5
School Buses	141-4
Through State Contracts	170-5
Rainy Day Fund.....	163-7
Real Estate for Joint Programs	152-3
148-3	
Receipt Forms	140-8
Records - Public	161-3
Record of Hours Worked.....	163-4
140-4	
Reimbursements by Holding Corporations.....	166-3
Reimbursement Grants	142-6
Rental	
Joint Real Estate	152-3
148-3	
Option to Purchase Agreements	148-4
Textbooks.....	159-4
Reorganized School Corporations	
Attendance Officer.....	168-3
School Aid Bonds	151-6
Retainage on Public Works Contracts.....	160-3
Retirement Deductions.....	166-3
155-3	

Retirements/Severance Benefits	172-4
Retirement Fund Reports	159-5
Retiring Employees Contracts	167-4
Revision of Forms	175-4 146-5
Risk Pools	171-5
Sabbatical or Sick Leave for Teachers.....	167-5
Safekeeping Receipts - Investments	150-3
Sale of Bonds - Receipts.....	145-2
Sale of Property.....	165-2 170-2
Sales Tax	162-3
School Aid Bonds - Payment.....	151-6
School Board - Employees.....	151-4 144-3
School Board Member Compensation – Per Diem	142-2
School Bus	
Drivers Contracts.....	158-2 147-5 176-4
Insurance.....	176-4
Loans.....	150-3
School Crossings	175-4
School Employees and Officials	
Extra-Curricular Trips	170-4
Summer Employment.....	146-3
Travel Expense	149-2
School Food Form Changes	168-6
School Lunch	
Application for Free or Reduced Price Meals and Other Benefits, School Form 521	174-4 162-4 158-6
Application for Free Milk and Other Benefits, School Form 522	174-4 158-6
Electronic Funds Transfer	159-7
Employees' Insurance	176-3
Form Revisions	162-4 158-6 154-3 143-3
Prepaid Food.....	154-4
Free Lunch Applications	146-5
Insurance.....	176-4
School Lunch and Textbook Rental Form A Reporting	174-5
School Libraries Free Textbooks.....	168-5
Self-Insurance	162-4
Separation of Powers	140-4

Serving Two Units	140-3
Severance Benefits	151-7
	146-3
Single Audits	136-6
Social Security.....	168-2
	164-2
	160-6
	156-2
	152-2
	148-2
	144-2
	140-2
	137-8
	176-2
Special Fuel Taxes.....	165-5
	137-7
Special Education - Joint Projects.....	152-3
Special Education - Preschool	155-6
Spreadsheet Software Utilization to Generate Exact Replicas of Prescribed Forms	158-5
State Distributions – Electronic Fund Transfers School Lunch	159-7
Student Help.....	143-5
Students No Longer Enrolled - Names of.....	159-4
Substitute Teachers	141-2
Subrecipient Monitoring.....	165-6
Summer School Retirement Deductions.....	146-3
Supplemental Service Teachers' Contract	140-4
 Tax Anticipation Warrants (Temporary Loans).....	157-5
	141-3
Taxes	
Advance of Property.....	139-4
Electronic Funds Transfer (EFT), State Tax Liability.....	140-7
State Sales	162-3
Special Fuel.....	165-5
	137-7
Teachers	
Accumulated Sick Leave	171-5
Aides	171-3
Appreciation Stipends - Bonuses	146-5
Contracts	168-5
Contracts - Supplemental Service.....	140-4
Deferred Compensation	172-3
Exchange - Foreign	147-4
Extra-Curricular Trips	170-4
Insurance	171-4

Leave	137-2
Minimum Salary.....	168-5
Retirement Fund.....	166-3
	159-5
	155-3
Sabbatical.....	167-5
Severance Benefits	151-7
	146-3
Sick Leave (Pay for Unused).....	171-5
Substitute	141-2
Tuition Fees.....	169-3
Vocational Agriculture	137-6
Tax Anticipation Warrants (Temporary Loans).....	141-3
	157-5
Technology Fund Objects and Expenditures	151-8
	150-6
Technology Grants	176-6
Temporary Advancements to Depleted Funds	145-4
Tests	
Audiometer.....	175-6
Visual Acuity.....	173-2
Tax Anticipation Warrants (Temporary Loans).....	141-3
	157-5
Textbooks	
Calculations.....	145-6
Free and Reduced Applications	146-5
Rentals	159-4
Storage.....	163-4
Transfers of Appropriations	
General Fund	175-3
Transfer Tuition	
Agreements.....	166-5
Charges.....	142-3
Children with Disabilities	152-3
Dependent Children	150-5
Form 515 - Calculation	139-7
	138-4
Form 515 – Revision	158-6
Foreign Students	153-3
Statements and Instructions.....	158-6
	138-4
Transportation Fund	167-3
	157-4
Travel Expense	167-6
	151-7
	149-2
	146-4
	137-6
Tuition Fees - Payment for Teachers	169-3
Unemployment Compensation	137-7

Vending	167-8
Vendor's Claims	161-3
Visual Acuity Tests	173-2
Vocational Agriculture Teachers	137-6
Vocational – CIP Codes	156-6
Withholdings.....	144-2
Workmen's Compensation	140-5
Year 2000.....	144-6